

Retention and Classification Report

Agency: Department of Environmental Quality. Division of Solid and Hazardous Waste (898)
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Records Officer Ralph Bohn

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AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7760

3

TITLE: Administrative rule analysis proposed rule/change notices

DATES: 1980-

ARRANGEMENT: None

DESCRIPTION:

This is a proposal by agency to adopt a new administrative rule or change an existing rule. It includes the name and address of the department or agency submitting the form, the name and telephone number of the contact person, the title of the rule, a summary of the rule or change and the reason for it, the anticipated cost impact of the rule, the type of notice (proposed rule, change in proposed rule including the rule number, a 120 day rule, or a five year review/continuation), a justification for a 120 day rule, whether the rule is authorized by state code or required by federal mandate and the applicable citations, the means by which the public may comment on the proposed rule (at a public hearing, by appearing at the agency, or by written comment) and the period for making their comments, the name and signature of the agency head or designee, the date the notice was signed, the date and time the notice was received in the Office of Administrative Rules and the name of the person receiving it, the date the 120 day rules become effective and lapse, and the Office of Administrative Rules and the originating agency's numbers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7760

TITLE: Administrative rule analysis proposed rule/change notices

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28243

3

TITLE: Biennial report forms

DATES: 2002-

ARRANGEMENT: Chronological then alphabetical

DESCRIPTION:

Hazardous waste treatment, storage, and disposal facilities as well as hazardous waste generators. use forms to report hazardous waste activities during every odd numbered year. Once forms are submitted, the data included on the forms is entered into RCRA Info, an EPA database. The EPA uses the information to generate the National Biennial RCRA Hazardous Waste Report which is available on the EPA website. Information includes facility name, facility details, facility type, and volume of waste handled.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

Computer data files: Retain in Office for 5 years and then delete.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28243

TITLE: Biennial report forms

(continued)

APPRAISAL:

Administrative Legal

Administrative rule R315-5-4.41

After data has been entered and the report generated by the EPA, there is no longer a need to keep these records in office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28244

3

TITLE: Draft enforcement confidential documents

DATES: 1972-

ARRANGEMENT: Chronological

DESCRIPTION:

This series contains draft documents used to create a stipulation and consent order with a facility that has been issued a notice of violation. Documents are reviewed and responded to as needed until the stipulation and consent order between the agency and facility has been finalized. Records include inspection reports, draft stipulation and consent orders, penalty worksheets. When negotiations are complete, a final agreement is created and retained under a public retention schedule.

RETENTION:

Retain 2 years after administrative action is final

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 2 years after administrative action is final and then delete.

Paper: Retain in Office for 2 years after administrative action is final and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28244

TITLE: Draft enforcement confidential documents

(continued)

APPRAISAL:

Administrative Legal

These records adhere to the following Administrative Rules:

R315-102, R315-301 through 320, R315-15-1 through 15-17.

PRIMARY CLASSIFICATION:

Protected

While the final agreement is public information, the documents created during the negotiating/draft process are confidential. Utah Code 63G-2-305(9)

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28240

3

TITLE: Environmental incident response records

DATES: 2002-

ARRANGEMENT: Chronological

DESCRIPTION:

These records support the agency's function regulate the disposal of all wastes as defined in Utah Code Title 19 Chapter 6. These records document agency response to singular events affecting the environment, but do not involve facilities requiring continued regulation and/or oversight. Information includes emergency permits, spill reports, complaints, and all related inspection reports, enforcement documents, correspondence, and documents concerning any legal action taken as a result.

RETENTION:

Retain 30 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 30 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28240

TITLE: Environmental incident response records

(continued)

APPRAISAL:

Administrative Historical

These records are historical because the incidents in these records affect the environment over a long period of time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7736

3

TITLE: Equipment inventories

DATES: 1972-

ARRANGEMENT: None

DESCRIPTION:

This is a record of equipment owned by the bureau. It includes notice of changes to equipment inventory. Includes the low organization number, identification number, a description of the equipment, its serial number, the estimated life of the item, its cost, its book value, and its disposal. The notice of changes to equipment inventory gives the date of the change, the inventory item, the inventory control number, the equipment serial number, the type of change being requested (transfer, surplus, appearance change, stolen, etc.), for items being transferred, the present location including agency name, low organization number, and cost code, the destination of the item with the same information for the new location, the signature and title of the person authorizing the change, and the signature and title of the person receiving the item.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7736

TITLE: Equipment inventories

(continued)

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28239

3

TITLE: Facility documents - non-historical records

DATES: 2002-

ARRANGEMENT: Chronological

DESCRIPTION:

These records document entities participation in various waste tire and used oil programs. Documents included in this series pertain to facilities whose activities do not have any historical value because they do not impact the environment. Files and forms are used to track and regulate facilities registered to participate in various agency programs. The file is closed when the entity no longer chooses to participate in the program. Records may also include initial registration documents, quarterly and annual volume reports, and inspection reports.

RETENTION:

Retain 5 years after file closure or after administrative need ends, whichever is longer

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 5 years after file closure or administrative need ends and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28239

TITLE: Facility documents - non-historical records

(continued)

APPRAISAL:

Administrative

Three types of facilities are considered non-historical because they do not have a lasting impact on the environment. These facilities are waste tire transporters, waste tire recyclers, and used oil collection centers. These documents are stored and maintained separate from the historical facility records kept in series 28238.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28242

3

TITLE: Fee reports

DATES: 2008-

ARRANGEMENT: Chronological

DESCRIPTION:

Fee reports are submitted to the division to report monthly, quarterly, or annual fees. Report records include the types of waste received, and the dollar amount due as a result. Fee reports are also used to record fees received by the division, and break out different types of fees received. Fee reports contain the name of the facility, and the reason the funds are being sent, and the types of fees included.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 04/19/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

Computer data files: Retain in Office for 7 years and then delete.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28242

TITLE: Fee reports

(continued)

APPRAISAL:

Administrative Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7762

3

TITLE: Financial assurance documents

DATES: 1982-

ARRANGEMENT: Alphabetical by owners or operators

DESCRIPTION:

Financial assurance documents are submitted to and created by agency to ensure a facility has the financial means to properly perform closure and post closure activities on hazardous waste, solid waste, and used oil facilities should the facility cease operations. Records include letters of credit, bank statements, trust agreements, insurance policies, and certificates of liability insurance. Records also include copies of trust fund agreements and record of deposits to the trust funds, copies of letters of credit, corporate financial statements, corporate annual reports, corporate financial status updates, and copies of insurance certificates. Records also include the name and address of the hazardous site waste owner and the location of the site, the amount of funds put into escrow and deposits to those fund, the names and addresses of the financial institutions holding the letters of credit or trust fund accounts, the names and addresses of insurance companies holding policies and the terms and amounts of those policies, and the hazardous waste site owner/operator's latest financial status.

RETENTION:

Retain 5 years after company certifies clean up procedures are complete or until superseded and/or expired

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7762

TITLE: Financial assurance documents

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after company certifies clean up procedures are done or until superseded and/or expired and then destroy.

Computer data files: Retain in Office for 5 years after company certifies clean up procedures are done or until superseded and/or superseded and then delete.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28235

3

TITLE: Hazardous waste manifests

DATES: 1994-

ARRANGEMENT: Chronological

DESCRIPTION:

Hazardous waste manifests are created to track the hazardous waste managed by commercial hazardous waste disposal facilities in Utah. Manifests are used to regulate facilities and ensure proper fees have been paid. Permitted commercial facilities are required to keep manifests on their premises from 3-5 years and these must be made available to DEQ if requested. Records include manifests and shipping/cover letters. Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 05/09/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28235

TITLE: Hazardous waste manifests

(continued)

APPRAISAL:

Administrative Fiscal Legal

Due to permit requirements, there is no need to store duplicate manifests for more than one year. Administrative Rule R315-8-5.2(b)(5)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 12695

3

TITLE: Hazardous waste material site specific records

DATES: 1960-

ARRANGEMENT: Alphabetical by site name thereunder, chronological.

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These files document site-specific areas where hazardous materials are stored/located in the state of Utah. They are used by the Department to document the stabilization and/or clean-up of a specific site. The Environmental Protection Agency (EPA) Act which governs these records is 40 CFR 300 (1990). The records are used to maintain information about hazardous material sites and monitor the levels of hazardous material at Utah facilities. It is also used to ensure that proper EPA and state laws/rules are maintained by the facilities, as governed by UCA 19-6-201-208 (1992), the Hazardous Waste Facility Siting Act.

Information includes operation and maintenance records which document long term response activities, operation and maintenance plans, monitoring agreements, sampling and analysis data, inspection reports, site close-out records, administrative records, action memoranda, administrative orders, consent orders, Applicable or Relevant and Appropriate Requirements (ARARs), Remedial Investigation/Feasibility Study, community relations plans, correspondence, fact sheets, work plans, site reports, health safety plans, proposed general and specific management plans, quality assurance project plans, lab billings, technical advisory information, field logs, and site note books. The records contain background Data including disposal area type, report of

RETENTION:

Retain 10 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1994

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 12695

TITLE: Hazardous waste material site specific records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives.

Computer data files: Retain in Office for 10 years and then transfer to State Archives provided information transferred to microfilm..

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

This disposition is based on the historical information contained in these waste site records. The information documents hazardous material waste sites located in the state. Therefore, since the effects of hazardous material may have long term interest and affects, they should be maintained permanently. Some of the information is duplicated by the division's sister agency (Division of Response & Remediation) and also at the federal level. However since the exact duplicate information is unknown the entire information is permanent.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 12695

TITLE: Hazardous waste material site specific records

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Exempt. 40 CFR 350 (1990), trade secrets

Private. 63G-2-302(1)(h), SSN

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28241

3

TITLE: Non-facility documents - non-historical records

DATES: 2002-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Records are submitted to agency requesting regulatory information, agency disposition, providing notification of recycling plans or showing results of initial small business evaluation visits. Records are reviewed and responded to when appropriate. This series includes information requests, agency disposition requests, mercury switch disposal reports, and electronics manufacturer recycling plans. Records also include small business compliance assistance forms only when an initial evaluation determines that the amount of hazardous waste generated does not fall under agency parameters for regulation and oversight.

RETENTION:

Retain 5 years or until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office for 5 years or until administrative need ends and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28241

TITLE: Non-facility documents - non-historical records

(continued)

APPRAISAL:

Administrative

Documents in this series have no historical value and no lasting impact on the environment and do not pertain to any specific facilities managed under department rules. These documents are stored and maintained separate from the historical facility records kept in series 28240.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 24218

3

TITLE: Publications

DATES: 1965-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on the management of solid and hazardous wastes within the State of Utah. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/03/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7753

3

TITLE: Solid and Hazardous Waste Committee administrative files

DATES: 1979-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of the members of the Solid and Hazardous Waste Committee and of their activities. It includes resumes of the committee members, time cards, travel reimbursement requests, copies of their W-4s, memoranda and correspondence, copies of proposed changes to the Utah Hazardous Waste Management Regulations, copies of procedural documents, copies of national contingency plans, solid waste management plans, photostats of newspaper articles, and other administrative and housekeeping records of the committee and its actions. Personal information on the members includes age, appearance, current and past addresses, date of birth, driver's license number, educational level, employer, employment history, grade average or class standing, job position information (grade/step, etc.), marital status, membership in groups, military service, name, name of kin, number of children, occupation, occupational licenses, political affiliations, sex, signature, telephone number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office until individual is no longer a member of the committee and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7753

TITLE: Solid and Hazardous Waste Committee administrative files

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7766

3

TITLE: Solid and hazardous waste control board documents

DATES: 1979-

ARRANGEMENT: Chronological by month

ANNUAL ACCUMULATION:

DESCRIPTION:

This series includes all documentation created in an effort to properly advise the Solid & Hazardous Waste Control Board members of upcoming agenda items and related documents so they can make informed decisions. Solid & Hazardous Waste Control Board Members use this information to make decisions. Agency uses this information to have a record of board issues, meetings, and decisions. Records include meeting agendas, meeting minutes, executive summaries, record of board decisions, documents regarding issues at hand, final board packets, and any additional records created by or submitted to the agency that is considered both informational and necessary for board members to effectively make decisions.

RETENTION:

Retain 10 years

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 03/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7766

TITLE: Solid and hazardous waste control board documents

(continued)

APPRAISAL:

Administrative Historical

Records in this series document agency history, functions, and decisions. These documents have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7742

3

TITLE: Solid waste site files

DATES: 1975-

ARRANGEMENT: Alphabetical by site owner

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of all activities of solid waste disposal sites. It includes land disposal site modification reports, approval letter, correspondence, solid waste site proposals, inspection and activity reports, plans, aerial photographs, technical reports, variance letters, and chain of custody reports. Information includes the name and location of the site, the name and address of the organization operating the site, the type of storage, the type of refuse, the source of the wastes, the type of disposal, the source of information, the date of site approval, cost estimates, closure procedures, qualification of site operators, laboratory test results, and related information.

RETENTION:

Retain 3 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 01/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after site is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office for 1 month and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 7742

TITLE: Solid waste site files

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28237

3

TITLE: United States Environmental Protection Agency documents

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These documents are related to the working relationship between the state of Utah and the EPA. Documents are used to plan inspections and other actions in order to comply with standards set through the EPA regulatory partnership. Records include EPA related correspondence, year-end reports, notices of inspection, Performance Partnership Agreements, State Review Framework documents, and other regulatory partnership documentation.

RETENTION:

Retain 30 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 30 years and then delete.

Paper: Retain in Office for 30 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28237

TITLE: United States Environmental Protection Agency documents

(continued)

APPRAISAL:

Administrative

All historical related inspection reports and other regulatory documents created via EPA agreements are retained under series 28238. These records are non-historical documents used for reference purposes.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28236

3

TITLE: Used oil collection center log sheets

DATES: 1994-

ARRANGEMENT: Chronological then alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

Logs are created by used oil collection centers to track quantity of used oil collected from public. When the agency receives log sheets, the quantity is totaled and sent to the Utah State Tax Commission who pays a fee for each gallon on a quarterly basis. Log sheet information includes facility name, name and address of person dropping off the oil, date, quantity dropped off by person, and cover letters. Payment requests include the facility name, quarter, gallons of oil collected, and the amount that should be paid to the facility.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: 05/09/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28236

TITLE: Used oil collection center log sheets

(continued)

APPRAISAL:

Administrative Fiscal

Protocol for these records are outlined in Administrative Rule R315-15-14. Once payment has been finalized and processed, there is no longer a need to keep these records as the Tax Commission becomes the record keeper of payments requested and made.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 21188

3

TITLE: Used oil program files

DATES: 1993-

ARRANGEMENT: Alphabetical by facility name, thereunder alphanumerical by used oil block grant number

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records maintain a continuous history of used oil facilities, collection center activities, and compliance with used oil regulations. The files contain information about all activities associated with the used oil program in Utah. Information includes used oil facility permits; used oil collection center regulations; used oil marketer registrations; facility annual reports; used oil block grants (UOBG) that were approved and disapproved; facility audit reports; correspondence; permit and inspection checklists; requests for Environmental Protection Agency (EPA) numbers; local health department reports, containing inspection reports and complaint follow ups by local health department staff; inspection and activity reports; site plans; technical reports; chains of custody; laboratory test results; facility closure plans; reclamation surety mechanisms; used oil collection center logsheets and corresponding reimbursements; photos; and any enforcement actions taken by the Division of Solid and Hazardous Waste and the resolution of those actions.

RETENTION:

Retain 6 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2002

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 21188

TITLE: Used oil program files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until facility closes and then transfer to State Records Center. Retain in State Records Center for 6 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

These records have evidentiary value concerning health safety issues presented by used oil facility and collection center locations. These records are governed by UCA 19-6-704 and 19-6-705(2001).

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28238

3

TITLE: Waste disposal facility oversight documents

DATES: 2002-

ARRANGEMENT: Chronological then alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to regulate the disposal of all wastes as defined in Utah Code Title 19 Chapter 6. These records document agency oversight of solid waste disposal facilities. Information may include site identification forms, permit records, correspondence, inspection reports, corrective actions, closure plans, risk assessments, enforcement documents, and annual reports.

RETENTION:

Retain 30 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 30 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Environmental Quality. Division of Solid and Hazardous Waste

SERIES: 28238

TITLE: Waste disposal facility oversight documents

(continued)

APPRAISAL:

Administrative Historical

These records have administrative value because they pertain to facilities subject to department rules found in Administrative Code R315 1-102, R315-301 through 320, and R315-15-1 through 17. These records are historical because the facilities in these records affect the environment over a long period of time.

PRIMARY CLASSIFICATION:

Public